

U.S. GOVERNMENT PRINTING OFFICE  
Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Newsletters and Informational Publications

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Housing and Urban Development

Single Award

The term of this contract is for the period  
beginning September 1, 2000 and ending August 31, 2001

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, D.C. time, on August 16, 2000.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, D.C. 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May , 1999

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 100-kilometer (62-mile) radius of zero milestone Washington, D.C.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

**Note:** Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

Abstracts of contract prices are available at [www.access.gpo.gov/procurement/abstracts/central/](http://www.access.gpo.gov/procurement/abstracts/central/)

For information of a technical nature call Marjorie Bell (202) 512-0310 (No collect calls).

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing (page related) Attributes -- Level III.  
Exception: Level II standards will apply to full reverse printing.
- (b) Finishing (item related) Attributes -- Level III.

**Inspection Levels (from ANSI/ASQC Z1.4):**

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7 Type Quality and Uniformity	Electronic Media/ Camera Copy/ Negatives
P-8. Halftone Match (Single and Double Impression)	Camera Copy/Negatives
P-9. Solid and Screen Tint Color Match	Pantone Matching System

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" and various jacket numbers for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000 through August 31, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of self and separate covered publications, such as newsletters, pamphlets and informational flyers requiring such operations as electronic prepress, film making, printing, binding, packing, and distribution.

**TITLE:** Newsletters and Informational Publications.

**FREQUENCY OF ORDERS:** Approximately 10 to 100 orders per year.

**QUANTITY:** Approximately 100 to 100,000 copies per order.

**NUMBER OF PAGES:** 2 to 300 pages per order (the majority of orders will not exceed 88 pages).

**TRIM SIZE:** Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format "A" : up to 140 x 216 mm (5-1/2 x 8-1/2")

Format "B" : Over 140 x 216 mm (5-1/2 x 8-1/2") up to 216 x 279 mm (8-1/2 x 11").

### GOVERNMENT TO FURNISH:

Electronic Media:

Platform: Macintosh or IBM Compatible.

Storage Media: 3-1/2" disk, Zip disk 100MB and 200MB, SyQuest removable cartridge, 44/88 or 200 MB. containing graphics that consist of multiple, non-process color that may require trapping of butted colors.

Software: PageMaker 6.5, Adobe PhotoShop 5.0, Adobe Illustrator 6.0, Quark XPress 4.0, CorelDraw 8.0.

Note: All software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: Fonts will be provided on disk.

The contractor is cautioned that furnished fonts are the property of the Government and/or its contractor(s). All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

A black and white visual of the furnished electronic files will be provided. Visual will be output at 100%. Visual will be marked for color breaks.

A GPO Form 952 (Disk information)

Other Information: Contractor will be required to create traps and dropouts when needed. Approximately 1 to 3 disks will be furnished for new/revised orders. Government may provide photos pre-sized and digitally placed for covers and text on various jobs. Information on font screens and printer will be furnished on the GPO Form 952. All changes to disk will be made by the Government.

Camera copy consisting of text and line art with overlays indicating color breaks; black and white (and occasionally color) photoprints to be reproduced at various focuses.

Film negatives shall be furnished on some occasions.

Camera copy for printing of Postage and Fees Paid Permit Imprint and return address on self-mailers.

One or more of the following four types of address labels may be furnished (none are ZIP CODE sorted):

Disk(s) of addressee labels: 3-1/2", double-sided, high-density, IBM PC- compatible formatted disk in ASCII files.

Computer printout addresses on 14-3/4" wide, marginally punched, ungummed, continuous paper perforated every 11"; each 11" segment contains 33 addresses (3 across and 11 down). Suitable for use on "Cheshire" or similar type equipment.

Preaddressed, pressure sensitive, address labels each approximately 4 x 1-1/2", mounted 1 across and 8 down on 5-3/4" wide marginally punched continuous strips.

Preaddressed, pressure sensitive, address labels each approximately 4 x 1", mounted 3 across and 12 down on 13 x 12" marginally punched continuous backing sheets perforated every 12".

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files or camera copy, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

**FILMS:** The contractor must make all films required. Films may be opaqued on either the emulsion or non-emulsion side. All halftones are to be 150-line screen or finer. Films are required when camera copy is furnished but not when disks are furnished.

The contractor must supply all necessary trapping.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Contract Administrator, (202) 512-0310.

Halftone negatives for single color reproduction that are produced from full-color originals must be full-range negatives produced to print in one ink color.

The films delivered to the Government must be the final films used for printing and must be removed from flats. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

Films must be composited one piece for each color with all elements in proper position. Each film must contain at least 3 register marks composited (not stripped) for each color; the register marks must be positioned on opposite sides of the image. Films must have a minimum 13 mm (1/2") working margin on all (4) sides of the image.

**PROOFS:** When indicated on the Print Order, one set of color key proofs of all pages printing in two colors. At contractor's option, digital color proofs (Kodak Approval, Iris, Rainbow, or similar) may be furnished. If digital proofs are provided, the make and model number of the proofing system utilized shall be furnished with the proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproving; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor is cautioned that these proofs must be made from the final films (used for this printing) that are to be delivered to the Government.

The contractor must not print prior to receipt of an "OK to print."

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine. The paper to be used will be indicated on each Print Order (GPO Form 2511).

**TEXT:**

White Offset Book, grammage 75 g/m<sup>2</sup> (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

White Litho (Gloss) Coated Book, grammage 105 g/m<sup>2</sup> (basis weight: 70 lbs per 500 sheets, 25 x 38"), equal to JCP Code A180.

White Opacified Offset Book, grammage 90 g/m<sup>2</sup> (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A80.

White Dull Coated Offset Book, grammage 105 g/m<sup>2</sup> (basis weight: 70 lbs per 500 sheets, 25 x 38"), equal to JCP Code A260.

**COVER:**

White Litho (Gloss) Coated Cover, grammage 215 g/m<sup>2</sup> (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L10.

White Dull Coated Cover, grammage 215 g/m<sup>2</sup> (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L60.

**PRINTING:** Cover and text pages may print one side only or head-to-head in black ink; a single Pantone ink color; black and one or two additional Pantone ink colors; or three Pantone ink colors. Occasionally, the text may require full bleeds with reverse areas.

Cover pages may require full reverse printing with the entire surface of covers 1 and 4 coated in a clear non-yellowing high gloss varnish.

Match Pantone number as indicated on the print order.

**MARGINS:** Margins will be as indicated on the print order or furnished copy. Anticipate bleeds scattered throughout.

**BINDING:** Bind as indicated on the Print Order (GPO Form 2511). Various binding styles will be ordered as follows:

Two-page products - Trim four sides.

Four-page products - Fold from 432 x 279 mm (17 x 11") to 216 x 279 mm (8-1/2 x 11") and trim three sides.

Six-page products - Four-page product with a two page insert; or fold from 648 x 279 mm (25-1/2 x 11") to 216 x 279 mm (8-1/2 x 11") with two parallel wraparound folds, as indicated on print order.

Eight- to Ninety-Six-page products: Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Saddle-wire-stitched products may be ordered with or without a separate cover and an occasional order may require a 2-page insert.

100-to -300-page products - Perfect bind text and wraparound cover and trim three sides.

On orders with separate cover requirements, the covers must trim flush with text.

Single copy self-mailers: Fold copies up to and including 6 pages to 216 x 93 mm (8-1/2 X 3-2/3") with mailing permit imprint out; copies over 6 pages and up to 12 pages to 216 x 140 mm (8-1/2 x 5-1/2"). Seal 216 mm (8-1/2")

open side with a stitch or a tab seal with mailing indicia out. NOTE: NOT ALL COPIES WITH PERMIT IMPRINT WILL FOLD IN THIS MANNER. Quantities will be indicated on the print order.

**AUTOMATION MAILING W/TAB SEALS FOR SELF-MAILERS:**

- (1.) Folded with opening at the bottom will require two tab seals.
- (2.) Folded with opening at the top will require one tab seal.

**PACKING:** Shipping containers must be made in accordance with ASTM D5118 and any amendments thereto and shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 Newtons per meter width (44 pounds per inch width).

**Bulk Shipments (other than by mail):**

Pack in shipping containers, not to exceed 20.4 kilograms (45 pounds) when fully packed. Pallets or skids are required for all destinations receiving 10 or more shipping containers.

Note: Special handling, when contractor is furnished labels marked "Internal Delivery to HUD" the following shall be required:

1. Single or multiple copies (up to 200 leaves) are to be inserted into kraft envelopes. Multiple copies (over 200 leaves) are to be inserted into cushioned shipping bags. The exact number of copies will be indicated on each furnished label.
2. The envelopes and shipping bags shall then be packed into shipping containers marked "OPEN AND DISTRIBUTE IMMEDIATELY, INTERNAL HQ MAIL ENCLOSED" and delivered to the U.S. Department of Housing and Urban Development address listed under DISTRIBUTION.

**Mailed Shipments:**

Singles copies shall be mailed as self-mailers as indicated on print order.

Insert multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 5.4 kilograms (12 pounds), must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 6.3 kilograms (14 lbs.)).

Quantities over 5.4 kilograms (12 pounds), up to 10.8 kilograms (24 pounds), must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 12.2 kg (27 lbs)).

**LABELING AND MARKING:** Contractor to create address labels from furnish disk when required.

Affix an address label to the back of each copy mailed singly as self-mailers and to each unit of mail packaged in envelopes, cushioned shipping bags and containers.

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
Quantity <u>Ordered</u>	Number of <u>Sublots</u>	Quantity <u>Ordered</u>	Number of <u>Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
<u>Books</u>		<u>Forms</u>	

Quantity <u>Ordered</u>	Number of <u>Sublots</u>	Quantity <u>Ordered</u>	Number of <u>Sublots</u>
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and delivered to HUD, 451 7th Street, SW, Room B-100, Washington, D.C. 20410. Inside delivery is required.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination to HUD, 451 7th Street, SW, Washington, D.C. 20410 (the receiving platform has a 3.8 m (12' 6" clearance)) and approximately two additional addresses within the commercial zone of Washington, DC.

When required (approximately five orders) deliver shipping containers marked "OPEN AND DISTRIBUTE IMMEDIATELY, INTERNAL HQ MAIL ENCLOSED" to HUD, Central Mail Room, Room B-133, 451 7th Street SW, Washington D.C. 20410.

Complete addresses and quantities will be furnished with the Print Order (GPO Form 2511). Inside delivery to buildings with room number specified is required.

Mail f.o.b. contractor's city: All self-mailers shall be mailed at the First-Class Mail rate, "Postage and Fees Paid" permit imprint will be furnished or may be reimbursable mailing.

The balance will mail at the Standard Mail (B) rate, using the furnished "Postage and Fees Paid" permit imprint or by reimbursable postage or small package carrier.

The contractor is cautioned that "Postage and Fees Paid" permit imprint may be used only for the purpose of mailing material produced under this contract.

**Certificate of Conformance:** When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, all furnished material digital deliverables, negatives made by the contractor and three sample copies of each item ordered, must be returned to: HUD, Room B-100, 451 7th St., SW, Washington, DC



20410. INSIDE DELIVERY TO THE ROOM NUMBER SPECIFIED IS REQUIRED. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

When mailing with the G-51 Postal Permit Imprint, a copy of the mailing certificate showing mailing costs must be forwarded to HUD, Attn: John Nemeth, Room B-100, 451 7th Street, S.W., Washington, DC 20410.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual Print Order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined. Furnished material must be picked up from and delivered to HUD, Room B-100, 451 7th St. SW, Washington, DC 20410.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Complete production and delivery/mailing of 500 up to 2,000 copies within 3 workdays.

Complete production and delivery/mailing of over 2,000 up to 10,000 copies within 5 workdays.

Complete production and delivery/mailing of over 10,000 copies within 7 workdays.

When proofs are required, 2 additional workdays will be added to the Schedule. Contractor to submit proofs as soon as the contractor deems necessary in order to comply with the ship/delivery Schedule. Proofs will be withheld 2 workdays from receipt by the Government until they are made available for pickup by the contractor.

Furnished copy must be submitted with proofs.

The ship/deliver date indicated on the Print Order (GPO Form 2511) is the date f.o.b. destination products must be delivered to the destination(s) specified, and all mailed products must be delivered to the Post Office.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

NOTE: For each voucher submitted for payment, contractor is to send one additional copy of each page of itemized voucher) and any continuation sheet, to the following address within 5 days of billings, to U.S. Government Printing Office, Term Contracts Division, Stop: PPC, Room A843, Attn: Marjorie Bell, Washington, DC 20401.

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(1)	(2)
(a)	1	212
(b)	232	1,252
(c)	1	14
(d)	1	206
(e)	56	4

II.	(1)	(2)	(3)	(4)
(a)	XXX	9	XXX	98
(b)	XXX	36	XXX	528
(c)	XXX	7	XXX	298
(d)	160	704	708	4,386
(e)	XXX	468	XXX	3,306
(f)	4	10	18	72
(g)	112	527	504	4,268

#### III.

- (a) 39
- (b) 30
- (c) 503
- (d) 10
- (e) 22
- (f) 172

IV.	(1)	(2)
(a)	XXX	61
(b)	XXX	54
(c)	252	1,912
(d)	102	3,867
(e)	12	138
(f)	24	6

- V. 1. (a) 299  
(b) 18  
(c) 2,438

2. (a) 343  
(b) 112  
(c) 237

#### SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

Bids for each item listed in its respective format group, as defined in Section 2.-Specifications, must include the cost of all required materials and operations in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any blank spaces, obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

I. ELECTRONIC PREPRESS: Trim/Page-Size Film: One basic charge will be allowed for each 216 x 279 mm (8-1/2 x 11") (or up to 60 645 sq. mm (94 sq. in.) One basic charge will be allowed for each color on each printed page or side (face and back) of the product. No charges will be allowed for films furnished by the Government.

No charges will be allowed for films furnished by the Government.

	<u>Per Film</u>	
	<u>Format A</u>	<u>Format B</u>
	(1)	(2)
(a) Trim/Page-size unit produced from camera copy,		
.....per color per page.....	\$_____	\$_____
(b) Trim/Page-size unit produced from electronic files,		
.....per color per page.....	\$_____	\$_____

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(Initials)

Illustrations: An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires a separate exposure. The price offered should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

A flat tone shall be charged as a line illustration.

A duotone halftone (each color) shall be charged as a square-finish halftone illustration.

	<u>Per Illustration</u>	
	<u>Format A</u>	<u>Format B</u>
	(1)	(2)
(c) Line.....per illustration.....	\$_____	\$_____
(d) Square-finish halftone.....per illustration.....	\$_____	\$_____
(e) Color Key/digital color proofs		
per color.....per trim/page-size unit.....	\$_____	\$_____

II. PRINTING AND BINDING: Prices offered shall include the cost of all required materials for printing and binding of the products listed in accordance with these specifications. A charge will be allowed for each page of a product, whether printed or blank. A 6-page product which requires printing a 4-page product with a 2- page insert shall be charged under items II. (a) and (b). The cost for inserting shall be charged under item III. (b). A charge under "Additional Color" will be allowed only for pages actually printed with the additional color(s) under Items (a) thru (f). Cost of all required paper must be charged under Item IV.

Format groups shall be defined as follows: Format "A" up to 140 x 216 mm (5-1/2 x 8-1/2") and Format "B" over 140 x 216 mm (5-1/2 x 8-1/2") up to 216 x 279 mm (8-1/2 x 11")

	<u>Printing in Two Colors of Ink</u>			
	Makeready		Running Per	
	and Setup		1,000	
	Charges		Copies	
	<u>(Formats)</u>		<u>(Formats)</u>	
	A	B	A	B
	(1)	(2)	(3)	(4)
(a) Two-Page Products:				
Per Product.....	\$_XXX	\$_____	\$_XXX	\$_____
(b) Four-Page Products:				
Per Product.....	\$_XXX	\$_____	\$_XXX	\$_____
(c) Six-Page Products:				
Per Product.....	\$_XXX	\$_____	\$_XXX	\$_____

\_\_\_\_\_  
(Initials)

<u>Printing in Black Ink or a Color</u>			
<u>Other Than Black</u>			
Makeready and Setup Charges (Formats)		Running Per 1,000 Copies (Formats)	
A	B	A	B
(1)	(2)	(3)	(4)

(d) Saddle Stitched Products:

Per page.....\$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_

(e) Perfect Bound

Products:

Per page.....\$ \_XXX \$\_\_\_\_\_ \$ \_XXX \$\_\_\_\_\_

When required for saddle stitched products, the cost of printing a two-page insert shall be charged under line item II. (a) and the inserting cost shall be charged under item III (b).

(f) Per complete cover:

.....\$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_

(g) Additional Color:

Printing text or cover pages

in additional color, per color. per page.....\$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_

III. ADDITIONAL OPERATIONS:

(a) Varnishing covers 1 and 4.....per 1,000 covers.....\$\_\_\_\_\_

(b) Inserting a 2-page insert into products of  
4 pages or more.....per 1,000 leaves.....\$\_\_\_\_\_

(c) Folding self-mailers to 216 x 93 mm  
(8-1/2 x 3-2/3") or 216 x 140 mm  
(8-1/2 x 5-1/2") and sealing open side  
with tab or wire stitch.....per 1,000 copies.....\$\_\_\_\_\_

(d) Folding self-mailers to 216 x 93 mm  
(8-1/2 x 3-2/3") or 216 x 140 mm  
(8-1/2 x 5-1/2") and sealing open side  
with a double tab per 1,000 copies.....\$\_\_\_\_\_

(e) Folding 2-, 4-page and 6-page  
products to 216 x 93 mm  
(8-1/2 x 3-2/3") and inserting product  
into 105 x 241 mm (4-1/8 x 9-1/2") envelopes  
per 1,000 copies.....\$\_\_\_\_\_

(f) Creating mailing labels from furnished disk:.....per 1,000 labels.....\$\_\_\_\_\_

\_\_\_\_\_

(Initials)

IV. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Complete Cover - Two page-size leaves will be allowed.

	<u>Per 1,000 leaves</u>	
	<u>Format A</u>	<u>Format B</u>
	(1)	(2)
	up to 140 x 216 mm	over 140 x 216 mm
	<u>(5-1/2 x 8-1/2")</u>	<u>(5-1/2 x 8-1/2") up to</u>
		<u>216 x 279 mm(8-1/2 x 11")</u>
(a) White Offset Book (75 g/m <sup>2</sup> (50-lb.)).....	\$__XXX	\$_____
(b) White Litho Coated Book (105 g/m <sup>2</sup> (70-lb.)).....	\$__XXX	\$_____
(c) White Opacified Offset Book (90 g/m <sup>2</sup> (60-lb.)).....	\$_____	\$_____
(d) White Dull Coated Offset Book (105 g/m <sup>2</sup> (70-lb.)).....	\$_____	\$_____
(e) White Litho Coated Cover (215 g/m <sup>2</sup> (80-lb.)).....	\$_____	\$_____
(f) White Dull Coated Cover (215 g/m <sup>2</sup> (80-lb.)).....	\$_____	\$_____

V. PACKING AND DISTRIBUTION (Shall include the cost of pallets or skids):

1. Bulk shipments (other than by mail):

(a) Inserting single or multiple copies  
(up to 200 leaves) in kraft envelopes  
and affixing furnished labels for  
delivery to HUD.....per... envelope.....\$\_\_\_\_\_

(b) Inserting multiple copies (over 200 leaves),  
up to 5.4 kg (12 lbs.) in cushioned shipping bags  
and affixing furnished labels for delivery to HUD.....per.... bag.....\$\_\_\_\_\_

(c) Packing and sealing shipping containers.....per container.....\$\_\_\_\_\_

2. Mailing (includes all necessary operations):

(a) Affixing labels on single copies (self-mailer)... per 1,000 labels.....\$\_\_\_\_\_

(b) Multiple copies in kraft envelope (up to 200 leaves)...per envelope.....\$\_\_\_\_\_

(c) Multiple copies over 200 leaves,  
up to 12.2 kg (27 lbs.) pack in cushioned  
shipping bags or shipping containers..per shipping bag or container.....\$\_\_\_\_\_

(Initials)

My production facilities are located within the assumed area of  
production.....yes \_\_\_\_\_no \_\_\_\_\_

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_
  - a. Number of hours from acceptance of Print Order to pickup of Government Furnished Material..... \_\_\_\_\_
  - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant..... \_\_\_\_\_
2. Proposed carrier(s) for delivery of completed product \_\_\_\_\_
  - a. Number of hours from notification to carrier to pickup of completed product..... \_\_\_\_\_
  - b. Number of hours from pickup of completed product to delivery at destination..... \_\_\_\_\_

LOCATION OF POST OFFICE: All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_.

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4. - Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form". Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)